

NEIGHBORHOOD ASSISTANCE PROGRAM

CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Required for all **cash donations from individuals** made between July 1, 2006 and June 30, 2007

(SEE BACK FOR INSTRUCTIONS BEFORE COMPLETING)

PART I TO BE COMPLETED BY DONOR (TYPE or PRINT ONLY)

<p>1. (Mr./Mrs./Ms./Dr.) _____ (Circle One) Name of Donor (one name only)</p> <p>2. _____ Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone Number With Area Code</p> <p>3. Social Security #: _____ (Required for Tax Documentation)</p>	<p>4. Date of donation: ____ / ____ / ____ to ____ / ____ / ____ (Actual date of donation / Beginning to ending date)</p> <p>5. Value of donation: \$ _____</p> <p>No tax credit will be issued for a donation of less than \$500 or in excess of \$111,111. A maximum of \$50,000 in tax credits shall be issued to an individual or to a married couple in a taxable year. The value of the tax credit is equal to 45% of the donation.</p> <p>NOTE: Only <u>CASH</u> donations are eligible for NAP tax credits. (Refer to instructions on back).</p>
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NOTE: Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation or when tax related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.

PART II CERTIFICATION BY DONOR

I certify that the above information is accurate and describes a **cash** donation made to the Neighborhood Assistance Organization. I am aware the tax credit may be taken only if I have not claimed a deduction for the donation amount on my federal income tax return. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services. Please sign, date, and return this form to the NAP organization for completion. A tax credit certificate will be mailed to you from the Department of Social Services.

Date

Signature of Donor

PART III TO BE COMPLETED BY ORGANIZATION (TYPE or PRINT ONLY)

I certify that the above individual has made the donation indicated above to this organization and I have documentation supporting the donation. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services.

1. _____ 2. Project I.D. #: _____
(Organization Name as listed on Approval Certificate) (See Organization Approval Certificate)

3. Organization Address: _____ Phone #: _____
(Street, City, State, Zip Code) (Include Area Code)

4. Neighborhood Assistance Organization Approval Year: 07 / 01 / 2006 - 06 / 30 / 2007

Date

Signature of Neighborhood Assistance Organization Designee

INSTRUCTIONS FOR CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Use for all **cash** donations from individuals made between July 1, 2006 and June 30, 2007.

General:

- Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.
- Donations must be made with no strings attached.
- NAP approved organization must retain a copy of the supporting documentation (see Reference Sheet) in their files, attach a copy of the check to the CNF-E, and mail to DSS. Failure to follow these guidelines may result in a donor's loss of the tax credit.

Specific Instructions:

PART I

- Items 1-2: Name of individual who made the donation, mailing address and phone number of individual. Please circle or underline appropriate title – Mr./Mrs./Ms./Dr. Use one name only.
- Item 3: Social Security # of donor is required for tax purposes.
- Item 4: Enter the actual date or dates (beginning and ending) over which donation was given. The minimum \$500 cash donation must be met between the period July 1 - December 31 or between January 1 – June 30 to qualify for a NAP tax credit.
- Item 5: No tax credit will be issued for a donation of less than \$500 or in excess of \$111,111.11. A maximum of \$50,000 in tax credits shall be issued to an individual or to a married couple in a taxable year. The value of the tax credit is equal to 45% of the donation. Only cash donations are eligible. (Stock, goods, etc. are not eligible for NAP tax credits).

PART II Sign and date the certification. Return the CNF to the NAP organization.

NOTE: Incomplete and/or illegible Contribution Notification Forms will be returned.

A tax credit may be taken by an individual or married couple only to the extent they have not claimed a deduction for the donation amount on their federal income tax return.